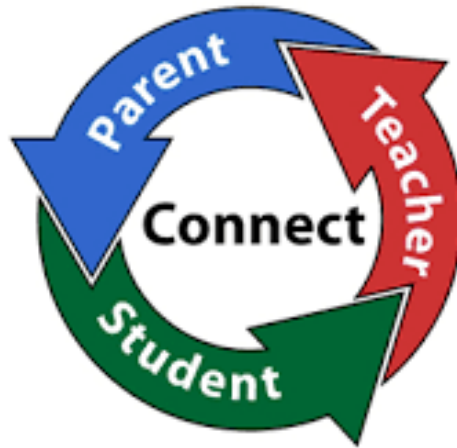




# **KOTTAKKAL FAROOK**

## **ARTS & SCIENCE COLLEGE**

PARAPPUR P.O., KOTTAKKAL, MALAPPURAM DISTRICT, KERALA, 676503



**GUIDELINES**

## **PARENT TEACHER ASSOCIATION**

## **PARENT-TEACHER ASSOCIATION (PTA) OF KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE**

The Parent-Teacher Association (PTA) of Kottakkal Farook Arts and Science College was established shortly after the college's inception. Its primary goal is to foster a positive relationship among faculty, students, and parents. The PTA also acts as a liaison with the management and government to ensure the smooth functioning of the college.

### **Aims and Objectives**

1. **Promoting Positive Relationships:** Establish and maintain good relationships between teachers, students, staff, parents, and guardians, creating a strong partnership among them.
2. **Ensuring High Academic Standards:** Support and ensure the smooth functioning of the college, contributing to maintaining high academic standards.
3. **Scholarship and Awards:** Assist the college in instituting scholarship schemes, medals, and prizes for the benefit of students.
4. **Infrastructure Development:** Ensure the provision of good infrastructural facilities in higher learning institutes.

### **Structure**

The PTA has a three-tier constitution:

1. **General Body:** Includes all faculty members and parents or guardians. This body meets annually.
2. **General Executive Committee:** Comprises elected members from the General Body. This committee meets periodically.
3. **Class PTA:** Meets after examinations to discuss and transact business.

### **Responsibilities of the General Body**

- Approve rules and regulations for fund collections, and the institution of scholarships, prizes, and awards to students proposed by the Executive Committee.
- Approve the annual report of the association.
- Approve audited statements of accounts for the current year submitted by the Executive Committee.
- Approve amendments to rules and regulations proposed by the Executive Committee.
- Elect office bearers of the association for the ensuing year during the annual meeting.
- Approve the budget for the ensuing year proposed by the Executive Committee during the annual meeting.
- Suggest improvements for academic standards and infrastructural facilities and highlight any shortcomings in the administration of the institution or functioning of the PTA Executive.

### **Administrative Structure**

The Executive Committee holds the administrative power of the PTA, with the following composition:

- **President:** The Principal or the faculty in charge of the Principal of the institution.
- **Vice-President:** A parent (not guardian) elected from the General Body.
- **Secretary:** A permanent teacher elected from among the approved regular teaching staff.
- **Joint Secretary:** A parent (not guardian) elected from the General Body.
- **Treasurer:** A permanent teacher elected from among the approved regular teaching staff.
- **Parents:** Not more than four parents (not guardians) from the General Body, with at least one being a woman, as elected members.
- **Teachers:** Not more than four teachers, with at least one being a woman, as elected members.

### **Powers and Responsibilities of the CLASS PTA**

The Class PTA is an integral part of the overall Parent-Teacher Association (PTA) structure, focusing on specific class-related issues and ensuring the active participation of parents in their child's academic journey. The composition of PTA, specific powers and responsibilities of the Class PTA are:

### **COMPOSITION OF THE CLASS PTA**

The Class PTA is composed of the following members:

#### **1. Class Advisor:**

- Role: Acts as the primary point of contact for parents and students, facilitating communication and coordination within the class. Oversees the academic progress and welfare of students in the class.

#### **2. Convener:**

- Role: Organizes and chairs Class PTA meetings, ensures that agendas are set, and discussions are productive. Coordinates activities and initiatives proposed by the Class PTA.

#### **3. Head of Department (HOD):**

- Role: Provides departmental oversight and support, ensures that class-related issues are aligned with departmental policies and objectives. Facilitates resource allocation and support for class-specific needs.

#### **4. Chairman:**

- Role: Provides overall leadership and guidance to the Class PTA. Represents the class in higher-level PTA meetings and ensures that class-specific concerns are addressed at the institutional level.

#### **5. Parents:**

- Role: Actively participate in meetings and discussions, provide feedback and suggestions, support class activities, and collaborate with teachers to address student concerns.

#### **6. Other Teachers Handling the Class:**

- Role: Contribute insights and support based on their interactions with students, help implement strategies for academic improvement, and assist in organizing class-specific activities.

By leveraging the collective efforts of these members, the Class PTA ensures that the specific needs and concerns of each class are addressed effectively, promoting a supportive and collaborative educational environment

#### **1. Academic Monitoring and Support:**

- Facilitate regular communication between parents and teachers regarding the academic progress and needs of students.
- Provide feedback and suggestions to improve teaching methodologies and classroom management.

#### **2. Post-Examination Meetings:**

- Convene meetings after examinations to discuss student performance and address any academic concerns or challenges faced by students.
- Develop and implement strategies to support students who may need additional help or resources.

#### **3. Event Planning and Coordination:**

- Organize and support class-specific events, including field trips, seminars, and extracurricular activities, in collaboration with teachers.

- Encourage parent involvement in these activities to enhance the educational experience.

#### **4. Student Welfare and Support:**

- Address individual student concerns related to academics, behavior, and well-being.
- Provide a platform for parents to voice concerns and collaborate with teachers to find solutions.

#### **5. Communication and Liaison:**

- Act as a communication channel between parents, teachers, and the General Executive Committee, ensuring that class-specific issues are addressed at higher levels when necessary.
- Ensure that parents are informed about school policies, events, and any changes that may affect their children.

#### **6. Resource Mobilization:**

- Mobilize resources, including financial support and volunteer efforts, for class-specific needs such as purchasing educational materials or organizing special programs.
- Work with the General Executive Committee to secure funding and support for larger projects.

#### **7. Feedback and Improvement:**

- Collect and analyze feedback from parents and students to identify areas for improvement in teaching practices and classroom management.
- Implement changes based on feedback to enhance the overall learning environment.

#### **8. Conflict Resolution:**

- Mediate conflicts between students, parents, and teachers, aiming for amicable resolutions that prioritize the well-being and academic success of students.
- Establish a fair and transparent process for handling grievances related to class-specific issues.

By actively engaging in these responsibilities, the Class PTA ensures that the needs and concerns of students and parents are addressed promptly and effectively, contributing to a supportive and nurturing educational environment.

### **POWERS AND RESPONSIBILITIES OF THE GENERAL BODY**

The General Body of the Parent-Teacher Association (PTA) is the highest decision-making authority within the association, consisting of all faculty members and parents or guardians. It meets annually to review and guide the activities of the PTA. The specific powers and responsibilities of the General Body are as follows:

#### **1. Approval of Rules and Regulations:**

- Approve rules and regulations related to fund collections, and the institution of scholarships, prizes, and awards for students as proposed by the Executive Committee.

#### **2. Annual Report Approval:**

- Review and approve the annual report of the association, ensuring transparency and accountability in the PTA's activities.

#### **3. Financial Oversight:**

- Approve audited statements of accounts for the current year, ensuring proper financial management and accountability within the PTA.
- Approve the budget for the ensuing year as proposed by the Executive Committee during the annual meeting.

#### **4. Amendment of Rules and Regulations:**

- Approve amendments to the rules and regulations proposed by the Executive Committee to ensure they remain relevant and effective.

#### **5. Election of Office Bearers:**

- Elect office bearers of the association for the upcoming year during the annual meeting, ensuring democratic representation within the PTA.

#### **6. Strategic Suggestions:**

- Put forward suggestions for the improvement of academic standards and infrastructural facilities within the college.
- Identify and highlight shortcomings in the administration of the institution or the functioning of the PTA Executive Committee.

#### **7. Policy Formulation:**

- Approve policies related to student welfare, academic support, and other critical areas impacting the college community.

#### **8. Engagement and Participation:**

- Ensure active participation and engagement of parents and faculty members in the PTA's activities, fostering a collaborative environment.

By exercising these powers and responsibilities, the General Body ensures that the PTA operates effectively, upholds high standards of education, and addresses the needs and concerns of students, parents, and faculty members.

#### **ACTIVITIES SUPPORTED BY THE PTA**

The Parent-Teacher Association (PTA) of Kottakkal Farook Arts and Science College actively supports a wide range of activities aimed at enhancing the academic, co-curricular, and infrastructural aspects of the college. These activities include:

##### **1. Scholarships and Financial Assistance:**

- Providing scholarships and financial aid to deserving students to support their education.
- Instituting medals, prizes, and awards for academic excellence and other achievements.

##### **2. Curricular Support:**

- Organizing and funding induction programs, seminars, and workshops to enhance the learning experience.
- Supporting initiatives that promote high academic standards and effective teaching methodologies.

##### **3. Co-Curricular and Extracurricular Activities:**

- Funding and organizing arts and sports activities, including competitions and events that encourage student participation and talent development.
- Supporting field trips, educational tours, and other experiential learning opportunities for students.

##### **4. Women Empowerment Programs:**

- Conducting workshops and programs focused on the empowerment and development of female students and staff.
- Providing resources and support for initiatives that promote gender equality and women's rights.

##### **5. Infrastructure Development:**

- Contributing to the development and maintenance of college infrastructure, including classrooms, laboratories, libraries, and recreational facilities.
- Supporting the implementation of modern ICT tools and technologies to enhance the educational environment.

**6. Student Welfare and Support:**

- Addressing individual student concerns related to academics, behavior, and well-being through regular meetings and consultations.
- Providing a platform for parents to voice concerns and collaborate with teachers to find solutions.

**7. Community Engagement:**

- Encouraging student involvement in community service and outreach activities.
- Supporting initiatives that foster a sense of social responsibility and community engagement among students.

**8. Professional Development for Staff:**

- Organizing and funding professional development programs and training sessions for faculty and staff to enhance their skills and knowledge.
- Supporting initiatives that promote continuous learning and professional growth among educators.

**9. Special Programs and Events:**

- Organizing special events such as annual day celebrations, cultural festivals, and other important occasions that bring together the college community.
- Providing financial and logistical support for these events to ensure their successful execution.

**10. Health and Wellness Initiatives:**

- Supporting programs and activities that promote the physical and mental well-being of students and staff.
- Funding initiatives related to sports, fitness, and wellness programs.

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